

Mississippi State University Notice of Proposed Sole Source Purchase

Mississippi State University anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase shall follow the procedures outlined below.

1. Commodity or commodities to be purchased (make, model, description):

User Licenses for UDB App

2. Explanation of the need to be fulfilled by this item(s), how is it unique from all other options, and why it is the only one that can meet the specific needs of the department:

Ultimate Drill Book offers a unique app that allows marching band students to not only see the drill sets for the marching show but to actually watch an animation of how to move to each set with the ability to focus on only their position as opposed to all 400 members. Other companies that offer a marching drill app are limited to only showing the full image of the marching drill with no animation or guidance on how to move to each set.

3. Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):

Ultimate Drill Book is truly the industry standard for marching drill learning apps and have demonstrated proven success with their product. They also work directly with the premiere drill writing software company, Pyware, so that the band staff can create the drill and seamlessly share it with the full marching band virtually instantaneously. No other app has the same partnership or ability to match this product.

4. Estimated cost of item(s) and an explanation why the amount to be expended is considered reasonable:

The company charges a subscription plan per user (performer/staff). For the past several years, that cost has been \$10 a user. The band has consistently been around 410-440 members, so this has been below the \$5,000 cost. We have used this company for the past four years. This year, the individual subscription increased to \$12 per user, which puts the cost at \$5,280 for 440 members. This is

a reasonable increase and just crosses the threshold for a second quote requirement.

5. Explanation of the efforts taken by the department to determine this is the only source and the efforts used to obtain the best possible price:

We have looked at other products, but as stated earlier, there is a stark difference in quality and capability between Ultimate Drill Book's product and any other available option. It would be a significant step down from what the majority of the band has grown accustomed to using.

Any person or entity that objects and proposes that the commodity listed is not sole source and can be provided by another person or entity shall submit a written notice to:

Jennifer Mayfield, CPPO

Director of Procurement Services, Chief Procurement Officer

jmayfield@procurement.msstate.edu

Subject Line must read "Sole Source Objection"

The notice shall contain a detailed explanation of why the commodity is not a sole source procurement. Appropriate documentation shall also be submitted if applicable.

If after a review of the submitted notice and documents, MSU determines that the commodity in the proposed sole source request can be provided by another person or entity, then MSU will withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.

If MSU determines after review that there is only one (1) source for the required commodity, then MSU will appeal to the Public Procurement Review Board. MSU will have the burden of proving that the commodity is only provided by one (1) source.